

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
WASHINGTON, D.C. 20001

POSITION: Career Law Clerk to United States District Judge Royce C. Lamberth

OPENING DATE: June 1, 2007

CLOSING DATE: Open until filled

START DATE: Fall 2007

SALARY RANGE: JSP I 1(1) to JSP 14(1 0)
\$55,706 - \$121,967 (annually- dependent upon experience and \ previous/current salary)

Requirements:

The successful applicant must possess at least one year of post-graduate legal work experience in private practice, government service or academia. Computer-assisted legal research and word processing ability is required. The job responsibilities require significant interaction with judges, attorneys, law clerks, and Clerk's Office staff. The ability to communicate effectively both verbally and in writing is critical. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks and manage a small but busy office, are essential. The position requires excellent legal research, analysis and writing skills. The successful applicant will work closely on a daily basis with Judge Lamberth and two law clerks.

An applicant with prior experience as a federal court law clerk is preferred. Placement on the payroll at a salary level higher than the first step of the grade requires certification of current salary from present employer. To qualify for level JSP Grade 12, an individual must have at least two years ¹ of legal work experience after graduation from law school, and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction. To qualify for JSP Grade 13, an individual must possess at least one year experience as a federal judicial law clerk or federal pro se law clerk in addition to the qualifications of a JSP Grade 12. To

¹ One year of law school education may be substituted for one year of legal work experience if the applicant meets one of a number of possible education substitution criteria, including but not limited to, graduation in the top third of the class from an ABA-approved or AALS-approved law school, experience on the editorial board of a law review of such a school, publication of a noteworthy article, winning a moot court competition, participation in a clinical program, interning for a judge, or working at a private firm while attending school.

qualify for level JSP Grade 14, an individual must possess at least two years experience as a federal judicial law clerk or federal pro se law clerk in addition to the qualifications of a JSP Grade 12.

A background investigation is a condition of employment for the selected applicant.

Duties and Responsibilities:

A broad range of duties on civil and criminal cases including: legal analysis and research; preparing bench memoranda; drafting orders and opinions; editing and proofreading orders and opinions; verifying citations; managing the case docket; office management, including calendar maintenance, docket entries, and organizing and maintaining case and applicant files; and performing various other legal and administrative duties as assigned.

For more information on Judge Lamberth, please visit <http://www.dcd.uscourts.gov>.

Term of Appointment:

A term of appointment of at least three years is preferred.

Benefits:

"Career" law clerks are entitled to participation in pre-tax health, dental, vision, life, long term care, and long-term disability insurance programs as well as retirement, holidays, annual and sick leave accrual, and periodic cost of living increases. Eligibility for retirement coverage allows participation in the Thrift Savings Plan. Career Law Clerks may also participate in a pre-tax - Flexible Spending Account. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

How to Apply:

Applicants must submit a cover letter, resume, writing sample, law school transcript, and two reference letters. All applications should be submitted electronically via the Online System for Clerkship Application & Review ("OSCAR") at oscar.symplicity.com. OSCAR will be available for application submissions starting June 1, 2007.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS AN
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